

Dear

COMPLAINT FORM

(Note: Please complete in black ink).

PART A

- 1. Consumer:**
- 2. Street Address:**
- 3. Mailing Address:**

- 4. Telephone Nos: Home: () Work: ()**

PART B

1. **Manufacturer:**
2. **Address:**
3. **Telephone No: ()**
4. **Date of Manufacture:** _____ **Plant (Name or Number)** _____
5. **Home Size:** **Single Wide** **Multi-Wide** **Length:** **Ft.** **Width:** **Ft.**
6. **Date Purchased:** _____ **Date Delivered:** _____
7. **HUD Label Nos.:** _____ **Serial Nos.:** _____
8. **Purchased:** **New** **Used** **Repossession** **Moved:** **Yes** **No.**

PART C

- 1. Dealer:**

2. Address:

3. Telephone No: ()

Dealer Contact/Salesperson

4. Please include a copy of your contract or purchase agreement and other documents from the dealer.

PART D

1. Have you previously filed a complaint form? Yes No (If yes, please identify when, where and provide complaint/case # if known).

2. Have you contacted the dealer: Yes No (If yes, was contact written or verbal (phone or in person)? Both?

3. What is your finance company' name and address?

4. Have you contacted anyone else (e.g. Consumer Affairs, Better Business Bureau, Attorney)? Please list those notified:

4. Please list all complaint items, see attached sheet.

Signature:

Date:

**Return information to: State Building Code Administrative Office
501 North Second Street
Richmond, VA 23219-1321**

COMPLAINT FORM

Name of Consumer:

Item No.	Complaint/Problem Description
-----------------	--------------------------------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

COMPLAINT FORM

Name of Consumer:

Item No.	Complaint/Problem Description
-----------------	--------------------------------------

18.

19.

20.

21.

22

23.

24.

25.

26.

27.

28

29.

30

